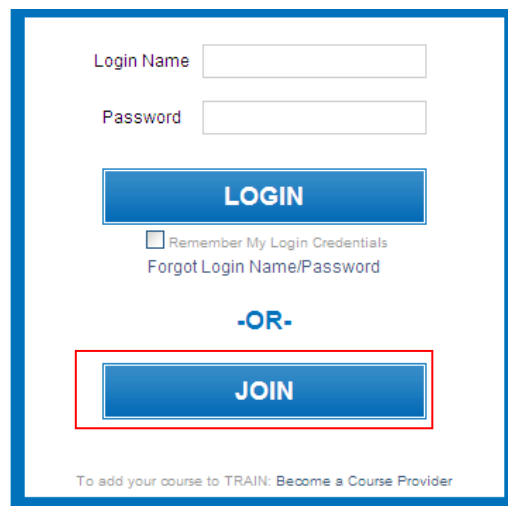


How to set up a learner account on KS-TRAIN

(if you do not have an account)

1. Point your browser to <http://ks.train.org>
2. Click on the “JOIN” button in the left hand margin.
3. Complete the online registration form to set up your account. Choose a login ID and password that are easy to remember, write this information down and keep it in a safe place.



The image shows the KS-TRAIN login and registration interface. At the top, there are input fields for 'Login Name' and 'Password', followed by a blue 'LOGIN' button. Below the login button are links for 'Remember My Login Credentials' and 'Forgot Login Name/Password'. In the center, there is a red box containing a blue 'JOIN' button. At the bottom, there is a link that says 'To add your course to TRAIN: Become a Course Provider'.

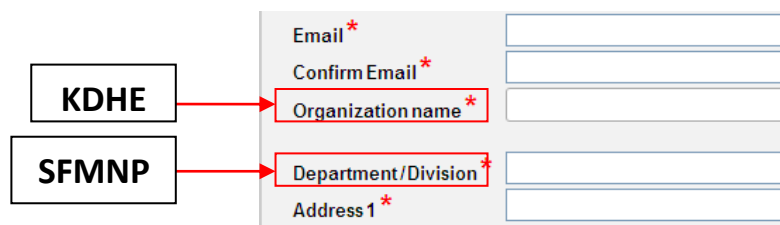
Online Registration

Step 1: Agree to TRAIN Policies.

Step 2: Fill in required Fields.

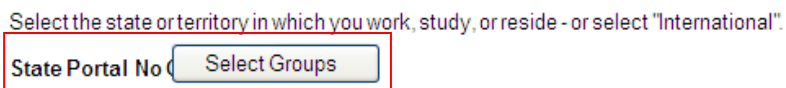
-In the Organization name field type KDHE

-In the Department/Division field type SFMNP



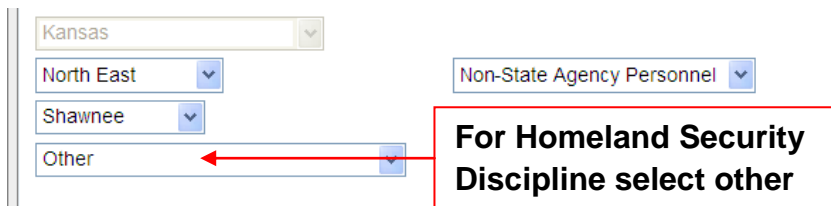
The image shows a registration form with several fields. Two boxes labeled 'KDHE' and 'SFMNP' have red arrows pointing to the 'Organization name' and 'Department/Division' fields respectively. Other fields include 'Email', 'Confirm Email', and 'Address1', all marked with a red asterisk to indicate they are required.

Step 3: Select State Portal No



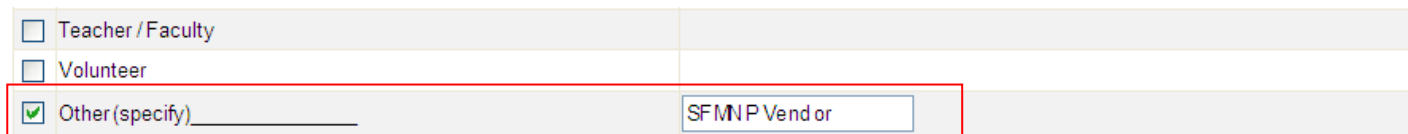
The image shows a dropdown menu for 'State Portal No' with a red box around it. Above the dropdown is a text prompt: 'Select the state or territory in which you work, study, or reside - or select "International"'. To the right of the dropdown is a button labeled 'Select Groups'.

Step 4: Select Region, County, and Homeland Security Discipline



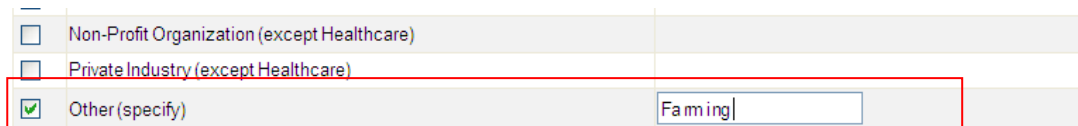
The image shows a registration form with dropdown menus for 'Region' (set to 'North East'), 'County' (set to 'Shawnee'), and 'Homeland Security Discipline' (set to 'Other'). A red arrow points to the 'Other' option in the 'Homeland Security Discipline' dropdown, with a red box around it containing the text 'For Homeland Security Discipline select other'.

Step 5: Select Professional Roles: Select other and type SFMNP Vendor in the space



The image shows a registration form with checkboxes for 'Teacher / Faculty', 'Volunteer', and 'Other (specify)'. The 'Other (specify)' checkbox is checked, and a red box around it contains the text 'SFMNP Vendor'.

Step 6: Select Work Settings: Select other and type Farming in the space

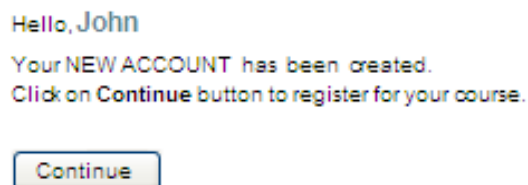


The image shows a registration form with checkboxes for 'Non-Profit Organization (except Healthcare)', 'Private Industry (except Healthcare)', and 'Other (specify)'. The 'Other (specify)' checkbox is checked, and a red box around it contains the text 'Farming'.

Step 7: Demographic information is Optional

Step 8: Professional License Number: Select No

Congratulations you have created your account!



The image shows a confirmation message: 'Hello, John', 'Your NEW ACCOUNT has been created.', and 'Click on Continue button to register for your course.' Below the message is a blue 'Continue' button.